

MARM LIMITED - WATER LEAK REPORT FORM

This form is to be completed as an initial report of a possible or definite water leak. IF EMERGENCY WORKS ARE REQUIRED PHOTOGRAPHS **MUST** ACCOMPANY THIS FORM. WORKS MUST **ONLY** BE UNDERTAKEN TO MAKE THE PROPERTY SAFE IN THE EVENT THAT PRIOR AGREEMENT OF THE INSURANCE COMPANY CANNOT BE OBTAINED

THIS FORM DOES NOT REPLACE ANY FORMS THAT THE INSURANCE COMPANY MAY REQUIRE

Name:	Telephone No:
Contact Address:	Is the leak entering your property: YES/NO If Yes please identify the flat you suspect is responsible and possible cause
Memorial Avenue Address:	If No is the leak FROM your property: YES/NO If Yes please identify the flat you feel you could be affecting, if any
Have you contacted the other party: YES/NO If No please do so immediately and forward details to MARM	If Yes please advise details of action taken:
If your property is affected by the leak please provide a brief description of the leak and the damage caused. Where possible please supply photographs:	
Are Photographs attached YES/NO	
If your property is the source of the leak please provide details of your repairs and repairers (use separate sheet if required):	
Are Photographs attached YES/NO	
For office use only: were photo's rec'd YES/NO if No, are these required? YES/NO	
Are both parties dealing with this without MARM: YES/NO if yes no further action needed by MARM.	
If No copy passed to:	
Has this been resolved YES/NO If Yes – details:	
If No, Date passed to Directors/Segens Details:	
If this a potential insurance claim YES/NO	
if NO why:	
If Yes has claim form been sent to involved parties YES Date.....	
Has claim form been returned YES/NO if No date of Chase 1. Chase 2.	
Date of file closure letter	